



OFFICE OF SPECIAL EVENTS
200 South Lamar, Austin, Texas 78704
(512)974-6797 (512) 974-6756 Fax
reservations@austintexas.gov
www.austintexas.gov/parks/specialevents.htm

REQUEST FORM

This form constitutes a request for approval by the Director.

COORDINATOR AND COMPANY INFORMATION

Event Name:			
Organizer Name & Company Name:			
Billing Address:		State:	Zip:
Mobile #:		Emergency #:	
Email address:			

TYPE OF REQUEST - (Please "X" all that apply for this request)

<input type="checkbox"/> Special Event (more than 1000 persons)	<input type="checkbox"/> Annual Event Status (3 consecutive year track record) *	<input type="checkbox"/> Co-sponsorship Request
<input type="checkbox"/> Curfew Extension (10pm to _____) Relates to occupancy.	<input type="checkbox"/> Noise Curfew Extension (From 10pm to _____) City Code restricts eligibility.	<input type="checkbox"/> Request for a non-reservable site
<input type="checkbox"/> Other:		

EVENT DETAILS (please type detailed information in the boxes below)

Event Description:			
Location Requested:			
Address:			
Type of Event:			
Fully detailed explanation of request.			
Describe the plan for litter, toilets, etc.			
Set Up Day(s):			
Event Day(s):			
Event Start/Stop Time			
Park curfew 10p - 5 a.			
Take Down Day(s):			
Total Estimated Attendance:	Will alcohol be served or sold?	Is event open to public?	
Admission charge? (If YES, amount?)	Sound permit needed? (10 am -10 pm)	Will there be catering/vending?	



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SIGNATURE AND AGREEMENT

I certify that the information contained in the foregoing request is true and correct to the best of my knowledge.

IF approved, applicant agrees to comply with all Federal, State and City regulations, and to abide by and uphold City of Austin Park Rules, and Park Code, Chapter 8.

IF approved, organizer will not bring or permit anyone to bring or keep anything onto the Property that will or may adversely affect the Property. Organizer will not bring any personal property onto the Property or place or put up any decorations that may damage Property without the consent of the Parks and Recreation Department Director. PARKS reserves the right at any time to require Organizer to remove from the Property any participant, animals, furniture, fixtures, wiring, exhibits, or other thing in its sole discretion.

City of Austin PARD Event Website information: I hereby grant permission to copy and to perform minor edits to promotional information from the event application, marketing or website material to use in posting a short publicly viewable information about the subject event on the City's website.

Indemnification: Applicant and company agree to indemnify, save, and hold harmless the City, its officers, employees, agents, licensees, and invitees (collectively called "Indemnitees") against any and all liability, damages, losses, claims, demands, and actions of any nature, due to personal injury (including, without limitation, Workers' Compensation and death claims), or property loss or damage of any kind which arises or is claimed to arise out of or is in any manner connected with the use of the City property or with the presence on the City property of Contractor, its employees, agents, invitees, or volunteers. The undersigned warrants that he/she has the authority to bind the organization to this indemnification provision.

Applicant Signature	Date
	By BOTH <u>checking</u> this box and <u>typing</u> my name in the above "applicant signature" line, I attest that this constitutes and represents my signature "electronically".

FOR OFFICE USE ONLY

<u>Special Events Manager</u>	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Notes/ Required Conditions:		

Signature: _____

Date: _____

Office of the Director

☐ Approved

☐ Denied

Signature: _____

Date: _____